

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, September 23, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Jack Krueger, Tom Lund, Mark Tumpach, Kris Schuller, Tony Theisen
Also Present: Bob Heimann, Bill Dowell, Ellen Sorenson, Debbie Klarkowski,
Mary Reinhard, Darlene Marcelle, Sandy Juno,
Judd Ryan – Elections, Systems & Software
Supervisors Clancy & Zima, Other Interested Parties

- I. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

- II. **Approve/Modify Agenda:**
Item #5 & 6 – County Clerk was moved forward.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve as modified. MOTION APPROVED UNANIMOUSLY

- III. **Approve/Modify Minutes of:**
a. **August 26, 2010**
b. **September 8, 2010 (special meeting)**

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**
a. **Housing Authority (August 23, 2010)**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Communication:

2. **Communication from Supervisor Lund re: To examine compensation on an employee, and when an employee is eligible for a pay increase. *Held one month.***

Concern was expressed with employees hired late in the year receiving a pay increase January 1st like other long term employees. Discussion resulted in the recommendation that new hires not receive any increase until they are employed a minimum of six months or until after their probationary period. Chairman Lund suggested this rule include not only non-represented employees but department heads also.

Motion made by Supervisor Lund, seconded by Supervisor Theisen that there be no pay increase for a minimum of six months or until the probationary period is completed for both non-represented employees and department heads. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Tumpach re: Look to eliminate eligibility for health care and dental coverage for Brown County Board of Supervisors, to be consistent with surrounding counties, upon expiration of term:**

Supervisor Tumpach brought forward his communication involving the elimination of health care and dental coverage for Brown County Supervisors, stating it should be consistent with other Wisconsin counties.

Supervisor Zima disagreed, opining that supervisors deserve the benefits that are offered if they so choose to take them and that it is a way to "strengthen the Board". In addition to receiving a minimum salary, health and dental benefits are offered. Of the total number of supervisors, only 14 or so choose to take the benefits.

Whether this is a fair practice was discussed, with the suggestion made that the total number of salary and fringes be totaled, then divided for all supervisors so that those choosing not to take benefits would receive a higher salary.

A recommendation was made to refer to Human Resources to conduct a study to determine if Brown County is consistent with other counties.

Motion made by Supervisor Tumpach, seconded by Supervisor Theisen to refer to Human Resources to perform a study to determine if Brown County is consistent with other counties regarding health care and dental coverage for supervisors.

Ayes: Lund, Tumpach, Schuller, Theisen

Nays: Krueger

MOTION APPROVED 4-1

Resolutions:

4. **Resolution Adopting Brown County's 2011 Five-Year Capital Improvement Plan: Refer Item #24**

Supervisor Lund noted that new jail pods are included in the CIP for 2013 and 2015. Ellen Sorenson noted the information included in packet material is in error, stating this committee should only be voting on items related to Administration at this time. See #24.

Motion made by Supervisor Theisen, seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

County Clerk:

5. Budget Status Financial Report for July 2010:

Darlene Marcelle reported that the budget is on track.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

6. Presentation re: Capitol Improvement Plan: DS200 Voting Machine from Elections, Systems & Software:

County Clerk, Darlene Marcelle, introduced Judd Ryan from Election Systems & Software (ES&S) explaining that he was here to make a presentation on the DS100 election tabulation equipment.

Marcelle explained that she was notified by ES&S that Eagle voting machines presently used by Brown County will no longer be available, nor are there replacement parts. She has been able to pick up a few old machines from other municipalities who have upgraded their equipment to use for replacement parts, however, stated this is only a temporary fix and the County needs to plan for the future.

Marcelle informed the committee that after research and discussion regarding replacement options, she approached the Department of Administration regarding funding options. At this time, she is recommending that the County buy ES&S DS100 Precinct Scanner & Tabulators for all 24 municipalities in Brown County. This system would allow Brown County to use the same coding software and also is compatible with the Auto Mark equipment which is required by the State.

The County Clerk is requesting that the cost to purchase the new DS100 voting machines (\$600,000) be included in the County's CIP bonding in the 2011 budget. If approved, the DS100's would be purchased sometime in the 2011 calendar year, using the Eagles for the 2011 Spring election, then switching to the new equipment for 2012 elections. The cost of the DS200's will include a one year warranty. Maintenance options will be negotiated, and staff will be trained to perform these duties.

Judd Ryan had the DS200 on site and explained its components.

Supervisor Zima questioned the purchase at this time if the present Eagle equipment is working, encouraging that purchase be put off for another year or so. As parts are no longer available, the County Clerk urged the committee to think of the future, indicating she would not want a breakdown and no parts available at the upcoming spring election.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Treasurer:

7. Budget Status Financial Report for June and July 2010:

Mary Reinhart reported for Kerry Blaney, stating that the budget is positive as of this time of year.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. Treasurer's Financial Report for the Month of June and July 2010:

Although there is a positive variance, Ms. Reinhart pointed out that interest income continues to be considerably under budget

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

Facility & Park Management:

9. Budget Status Financial Report for July 2010:

Bill Dowell reported that expenses are at 46.69% of annual budget, with revenues sufficient to cover expenses.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. Director's Report:

Bill Dowell highlighted the following activities during the last reporting period:

- Mental Health Center building is out for offers, although he is also looking at demolition costs and equipment disposal.
- Renovation of the Library and Clerk of Courts should be completed within the next 120 days.
- Temporary repairs have been made to the Courthouse roof with replacement planned for Spring 2011.

Dowell reported that both the Northern Building and the Sophie Beaumont Buildings have earned the "Energy Star for 2010" from the U.S. Environmental Protection Agency, recognition for demonstrating superior energy performance (attached).

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

11. Budget Status Financial Report for July 2010:

Debbie Klarkowski reported that all categories are under budgeted dollar amounts in the Human Resources Department.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

12. **Human Resources Activity Report for August 2010:**

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

13. **LEAN Report:**

LEAN projects during the last reporting period events included Value Stream Mapping, and 6S Projects. The Value Stream Mapping event included reviews of both psychiatric referrals, and economic support fraud prevention. 6S Projects included the identification of eight areas within the CTC, Parks – Barkhausen, UW-Extension, Land & Water Conservation Department, and Human Service Outpatient Records.

Motion made by Supervisor Schuller and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. **Director's Report:**

At the request of the committee, Debbie Klarkowski will bring information to the next meeting relative to the Administration Compensation Plan.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Housing Authority:

15. **Update on requested information from June meeting. To disperse information relative to the Housing Choice Voucher Program and its administration to all County Board members. (*Referred back from August County Board*). Held one month.**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Information Services:

16. **Budget Status Financial Report for July 2010:**

IS Director, Bob Heimann, reported that the expense budget for 2010 is on line, with revenues including chargebacks to departments based on an overhead formula and labor direct expenses.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

17. **Budget Adjustment Request (#10-99): Interdepartmental Reallocation or Adjustment (including reallocation from the County's General Fund):**

Heimann explained that this budget adjustment has two parts, 1) In 2009 the Build America Bonds (BAB) were utilized to fund the VOIP, video sound, and CAD projects. Included in those projects was \$127,444 in maintenance agreements and unified communication software subscriptions that have been determined to be unallowable expenditures within the BAB funding. Thus, capital project funds will be reimbursed with \$90,446 from IS fund balance, with a request that the balance of \$36,998 come from the General Fund. Secondly,

\$120,869 of these funds will be transferred to the building upgrades account to be used for the Courthouse II video conferencing project.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

18. Budget Adjustment Request (#10-100): Increase in expenses with offsetting increase in revenue:

This budget adjustment is a request to utilize revenue received for salvage PC's to offset unanticipated software maintenance costs.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY

19. Director's Report:

Bob Heimann highlighted the following from his written report included in packet material:

- The new Unified Communications System continues as a key 2010 technology initiative. Brown County locations moved to the new system during the last reporting period are the Airport, Sheriffs Dept, Sheriff's Dept – Howard, Drug Task Force, and Shelter Care.
- Security camera planning and installation continues as the Facilities Department has now brought 15 cameras on between the Northern and Sophie Beaumont Buildings.
- The IS Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ER)) financial software implementation.
- Imaging software and scanners have arrived for ADRC and Child Support to begin scanning their paper files and moving to a modern electronic imaging system for storage and retrieval of client records.
- Installation of equipment to create a technology disaster recovery network is now complete.
- IS continues to work with the Library and their software vendor in building the hardware infrastructure for their new software. They are also working to install 42 additional public laptop computers received through a grant, and are also replacing 70 public PC's with used PC's which were donated from UWGB.

Heimann stated that a second level security authentication is a must do task from the FBI that will be focused within the Law Enforcement area. A secondary plan was submitted to the State and was accepted, at a cost of \$12,000, much lower than anticipated.

Heimann also reported that the department is working closely with Risk Management to mitigate the payment card industry risk and complexity in the various departments that accept credit cards. In addition, they are working with Human Services in their search for a new electronic medical records system.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Dept of Administration:

20. Budget Status Report for July 2010:

Ellen Sorenson reported that year to date savings in salaries and fringes are \$113,052, partially due to vacancies.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

21. 2010 Budget Adjustment Log:

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

22. 2010 Grant Application Approval Log:

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

23. County Owned Vehicles Listing as of June 30, 2010:

A draft of the vehicle maintenance spreadsheet has been completed.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

24. Capital Improvement Plan: 2011 Executive Bonding Proposal and Capital Improvements (CIP):

The section of the CIP related to the Administration Department was reviewed:

- Information Services – AS/400 and E-mail Archiving - \$500,000
- County Clerk Equipment – Election Tabulation Equipment - \$600,000
- Facilities Department including:
 - Courthouse Building Automation
 - Jail Boilers
 - Roof Repair/Replacement at the Law Enforcement Center; Northern Building; Museum; and Work Release Center; along with Phase II Renewables, and Phase II EEC.

Total of this portion of the CIP is \$2,366,094

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY

25. Code of General Ordinances Chapter 3.31 re: County Procurement:

Chapter 3.31 – County Procurement, of the Brown County Code of General Ordinances was reviewed. Discussion resulted in a recommendation to refer to Attorney Mohr for his opinion.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to refer to Attorney Mohr for a recommendation. MOTION APPROVED UNANIMOUSLY

26. **Director's Report:**

Ellen Sorenson reported the following:

- Project team is at full staff, with staffing throughout the rest of the department stable.
- Administration is working on budget roll out with books available by October 1st. Presentations will be made to County Board Supervisors on October 1st at 9 a.m. and at 1 pm. In Room 200.
- The Risk Manager continues to work toward County-wide PCI compliance.
- Purchasing is working toward the comprehensive report requested by the committee.
- Staff continues to work on various reports and updates including the Purchasing ordinance, property insurance update and incident summary report.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

Child Support - No Agenda Items

Corporation Counsel – No Agenda Items

Other:

27. **Audit of Bills:**

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve audit of bills. MOTION APPROVED UNANIMOUSLY

28. **Such Other Matters as Authorized by Law:**

Next Agenda:

Human Resources – Debbie Klarkowski
Compensation Plan

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to adjourn at 8:37 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

August 09, 2010

John Machnik
Brown County Facility and Park Management
111 N. Jefferson St
Green Bay, WI 54305

OFFICE OF
AIR AND RADIATION

Dear John Machnik:

Congratulations! You have earned EPA's ENERGY STAR for Northern Building, 305 E. Walnut, Green Bay, WI.

To help you celebrate your achievement and identify your building as one of America's energy all-stars, enclosed is the ENERGY STAR plaque that bears the well-recognized ENERGY STAR logo. We encourage you to affix the plaque prominently near the exterior entrance of your building or in a frequently visited area of your building. Additional plaques are also now available for purchase and an order form is enclosed.

We are also excited to offer static cling decals that may be used on doors or windows of buildings that have earned the ENERGY STAR. We understand that there are often many entrances to a building so we hope the decals will help you spread the word that your building is an ENERGY STAR. If you would like more than the 10 decals enclosed with this shipment, you may create your own with printer-ready files available at energystar.gov/BuildingDecals. Files for creating your own flags and banners are also available from this link.

Your facility is now listed as part of our on-line registry on the ENERGY STAR website at energystar.gov/BuildingList. If you have not already done so, please submit a profile and photo of your building as part of our on-line registry. These building profiles are often used by the media and others to highlight our nation's leaders in energy efficiency. To learn more about submitting a profile, please visit energystar.gov/SubmitProfile.

We hope you will also proudly use the ENERGY STAR certification mark (logo) and promote your success in press releases, newsletters and other communications. Please visit energystar.gov/BuildingCert to access the ENERGY STAR certification mark. For further information about the ENERGY STAR logo, please visit our logo use guidelines at energystar.gov/LogoUse.

Also enclosed in this shipment are a Certificate of Achievement and the Statement of Energy Performance for your building. These items may also be displayed to celebrate the superior performance of your facility.

Once again, we congratulate you for your commitment to energy efficiency. As you continue to maintain a high level of performance, we look forward to receiving your application for the ENERGY STAR label again next year!

Sincerely,

Jean M. Lupinacci
Director, Commercial & Industrial Branch
ENERGY STAR Program
U.S. Environmental Protection Agency

Enclosures:

(1) ENERGY STAR Labeled Building Plaque (2) ENERGY STAR Labeled Building Door Decals (10) (3) Certificate of Achievement (4) Statement of Energy Performance (5) ENERGY STAR Plaque Order Form (6) ENERGY STAR Plaque Mounting Instructions



ENERGY STAR

Northern Building
305 E. Walnut
Green Bay, WI 54301

has earned the

ENERGY STAR

for

2010

The U.S. Environmental Protection Agency recognizes
Northern Building for demonstrating superior energy
performance.

Jean M. Lupinacci
Director, Commercial & Industrial Branch
ENERGY STAR

(10)



STATEMENT OF ENERGY PERFORMANCE

Northern Building

Building ID: 2322043
For 12-month Period Ending: March 31, 2010¹
Date SEP becomes Ineligible: July 29, 2010

Date SEP Generated: June 10, 2010

Facility
Northern Building
305 E. Walnut
Green Bay, WI 54301

Facility Owner
Brown County Facility and Park
Management
111 N. Jefferson St.
Green Bay, WI 54305
920 448 4397

Primary Contact for this Facility
John Machnik
111 N. Jefferson St
Green Bay, WI 54305
920 448 6340
machnik_je@co.brown.wi.us

Year Built: 1929
Gross Floor Area (ft²): 73,411

Energy Performance Rating² (1-100): 94**Site Energy Use Summary³**

Electricity - Grid Purchase (kBtu)	1,956,586
Natural Gas (kBtu) ⁴	1,781,526
Total Energy (kBtu)	3,738,112

Energy Intensity⁵

Site (kBtu/ft ² /yr)	51
Source (kBtu/ft ² /yr)	114

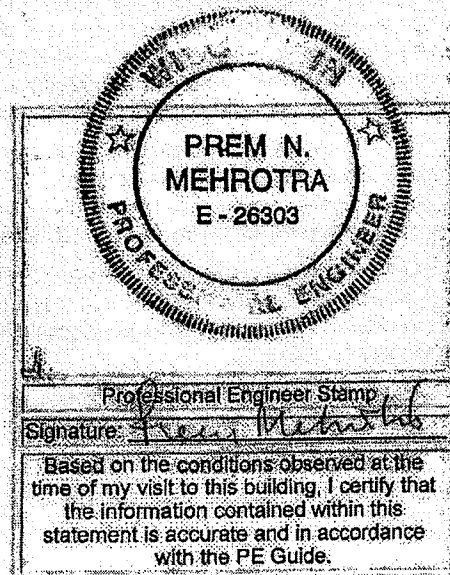
Emissions (based on site energy use)
Greenhouse Gas Emissions (MtCO₂e/year)

497

Electric Distribution Utility
Wisconsin Electric Power Co

National Average Comparison

National Average Site EUI	107
National Average Source EUI	241
% Difference from National Average Source EUI	-53%
Building Type	Office

**Meets Industry Standards⁶ for Indoor Environmental Conditions:**

Ventilation for Acceptable Indoor Air Quality	Yes
Acceptable Thermal Environmental Conditions	Yes
Adequate Illumination	Yes

Professional Engineer
License Number: 26303-6
State: WI
Prem Mehrotra
230 Madison St.
Oak Park, IL 60302
708 386 6000

Notes:

1. Application for the ENERGY STAR must be submitted to EPA within 4 months of the Period Ending date. Award of the ENERGY STAR is not final until approval is received from EPA.
2. The EPA Energy Performance Rating is based on total source energy. A rating of 75 is the minimum to be eligible for the ENERGY STAR.
3. Values represent energy consumption, annualized to a 12-month period.
4. Natural Gas values in units of Volume (e.g. cubic feet) are converted to kBtu with adjustments made for elevation based on Facility zip code.
5. Values represent energy intensity, annualized to a 12-month period.
6. Based on Meeting ASHRAE Standard 62 for ventilation for acceptable indoor air quality, ASHRAE Standard 55 for thermal comfort, and IESNA Lighting Handbook for lighting quality.

The government estimates the average time needed to fill out this form is 8 hours (includes the time for entering energy data, PE facility inspection, and notarizing the SEP) and welcomes suggestions for reducing this level of effort. Send comments (referencing OMB control number) to the Director, Collection Strategies Division, U.S., EPA (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

August 27, 2010

John Machnik
Brown County Facility and Park Management
111 N. Jefferson St
Green Bay, WI 54305

OFFICE OF
AIR AND RADIATION

Dear John Machnik:

Congratulations! You have earned EPA's ENERGY STAR for Sophie Beaumont Building, 325 E Walnut Street, Green Bay, WI.

To help you celebrate your achievement and identify your building as one of America's energy all-stars, enclosed is the ENERGY STAR plaque that bears the well-recognized ENERGY STAR logo. We encourage you to affix the plaque prominently near the exterior entrance of your building or in a frequently visited area of your building. Additional plaques are also now available for purchase and an order form is enclosed.

We are also excited to offer static cling decals that may be used on doors or windows of buildings that have earned the ENERGY STAR. We understand that there are often many entrances to a building so we hope the decals will help you spread the word that your building is an ENERGY STAR. If you would like more than the 10 decals enclosed with this shipment, you may create your own with printer-ready files available at energystar.gov/BuildingDecals. Files for creating your own flags and banners are also available from this link.

Your facility is now listed as part of our on-line registry on the ENERGY STAR website at energystar.gov/BuildingList. If you have not already done so, please submit a profile and photo of your building as part of our on-line registry. These building profiles are often used by the media and others to highlight our nation's leaders in energy efficiency. To learn more about submitting a profile, please visit energystar.gov/SubmitProfile.

We hope you will also proudly use the ENERGY STAR certification mark (logo) and promote your success in press releases, newsletters and other communications. Please visit energystar.gov/BuildingCert to access the ENERGY STAR certification mark. For further information about the ENERGY STAR logo, please visit our logo use guidelines at energystar.gov/LogoUse.

Also enclosed in this shipment are a Certificate of Achievement and the Statement of Energy Performance for your building. These items may also be displayed to celebrate the superior performance of your facility.

Once again, we congratulate you for your commitment to energy efficiency. As you continue to maintain a high level of performance, we look forward to receiving your application for the ENERGY STAR label again next year!

Sincerely,

Jean M. Lupinacci
Director, Commercial & Industrial Branch
ENERGY STAR Program
U.S. Environmental Protection Agency

Enclosures:

(1) ENERGY STAR Labeled Building Plaque (2) ENERGY STAR Labeled Building Door Decals (10) (3) Certificate of Achievement (4) Statement of Energy Performance (5) ENERGY STAR Plaque Order Form (6) ENERGY STAR Plaque Mounting Instructions

Sophie Beaumont Building

325 E Walnut Street
Green Bay, WI 54301

has earned the

ENERGY STAR

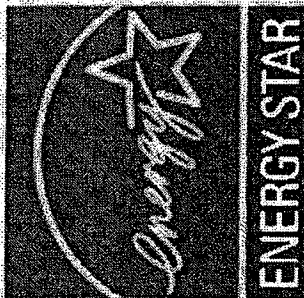
for

2010

The U.S. Environmental Protection Agency recognizes
Sophie Beaumont Building for demonstrating superior energy
performance.



Jean M. Lupinacci
Director, Commercial & Industrial Branch
ENERGY STAR





STATEMENT OF ENERGY PERFORMANCE

Sophie Beaumont Building

Building ID: 2322001
For 12-month Period Ending: March 31, 2010¹
Date SEP becomes Ineligible: July 29, 2010

Date SEP Generated: May 25, 2010

Facility
Sophie Beaumont Building
325 E Walnut Street
Green Bay, WI 54301

Facility Owner
Brown County Facility and Park
Management
111 N. Jefferson St.
Green Bay, WI 54305
920 448 4397

Primary Contact for this Facility
John Machnik
111 N. Jefferson St
Green Bay, WI 54305
920 448 6340
machnik_je@co.brown.wi.us

Year Built: 1959
Gross Floor Area (ft²): 87,738

Energy Performance Rating² (1-100) 84

Site Energy Use Summary³

Electricity - Grid Purchase (kBtu)	3,541,086
Natural Gas (kBtu) ⁴	2,801,132
Total Energy (kBtu)	6,342,218

Energy Intensity⁵

Site (kBtu/ft²/yr)	72
Source (kBtu/ft²/yr)	168

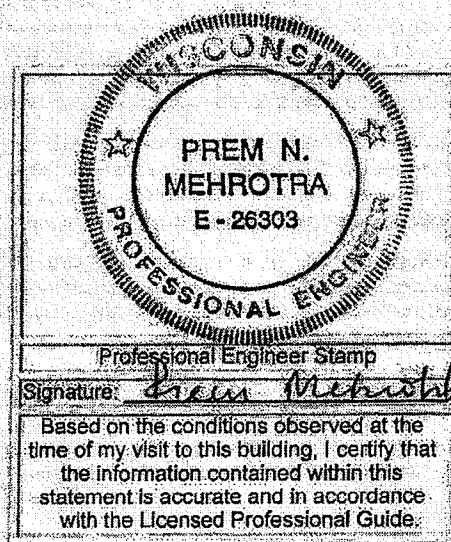
Emissions (based on site energy use)
Greenhouse Gas Emissions (MtCO₂e/year)

877

Electric Distribution Utility
Wisconsin Electric Power Co

National Average Comparison

National Average Site EUI	112
National Average Source EUI	260
% Difference from National Average Source EUI	-36%
Building Type	Office



Meets Industry Standards⁶ for Indoor Environmental Conditions:

Ventilation for Acceptable Indoor Air Quality	Yes
Acceptable Thermal Environmental Conditions	Yes
Adequate Illumination	Yes

Professional Engineer
License Number: 26303-6
State: WI
Prem Mehrotra
230 Madison St.
Oak Park, IL 60302
708-386-6000

Notes:

1. Application for the ENERGY STAR must be submitted to EPA within 4 months of the Period Ending date. Award of the ENERGY STAR is not final until approval is received from EPA.
2. The EPA Energy Performance Rating is based on total source energy. A rating of 75 is the minimum to be eligible for the ENERGY STAR.
3. Values represent energy consumption, annualized to a 12-month period.
4. Natural Gas values in units of volume (e.g. cubic feet) are converted to kBtu with adjustments made for elevation based on Facility zip code.
5. Values represent energy intensity, annualized to a 12-month period.
6. Based on Meeting ASHRAE Standard 62 for ventilation for acceptable indoor air quality, ASHRAE Standard 55 for thermal comfort, and IESNA Lighting Handbook for lighting quality.

The government estimates the average time needed to fill out this form is 8 hours (includes the time for entering energy data, Licensed Professional facility inspection, and notarizing the SEP) and welcomes suggestions for reducing this level of effort. Send comments (referencing OMB control number) to the Director, Collection Strategies Division, U.S. EPA (2622T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460.